



**Ministry of Posts and Telecommunications
Republic of Liberia**

**Western Africa Regional Digital Integration Project-Series of Projects 2 Liberia (WARDIP
SOP2-Liberia)**

Project ID: P500628

**REQUEST FOR EXPRESSIONS OF INTEREST INDIVIDUAL CONSULTANT
ADMINISTRATIVE ASSISTANT**

Position Information	Details
Position Title	Administrative Assistant
Project	West Africa Regional Digital Integration Program – Series of Projects II (WARDIP SOP II-Liberia)
Contract Type	Individual Consultant
Recruitment Type	National
Duty Station	Monrovia, Liberia
Duration	Twelve (12) months, renewable subject to satisfactory performance, continued project need, and availability of funding
Reporting Line	Project Coordinator, WARDIP SOP II-Liberia
Supervisory Responsibility	None, unless otherwise assigned by the Project Coordinator
Implementing Agency	Ministry of Posts and Telecommunications (MoPT)

1. BACKGROUND

The Government of Liberia (GoL) has received financing from the World Bank for the implementation of the West Africa Regional Digital Integration Program- Series of Projects II (WARDIP SOP II–Liberia) seeks to increase broadband access and usage, strengthen the enabling environment for digital development, improve the security and resilience of digital infrastructure and systems, expand digital services and skills, promote the development of data and online markets, and advance Liberia’s integration into regional digital markets in West Africa. The Program forms part of a broader regional digital integration agenda designed to address policy, regulatory, infrastructure, institutional, cybersecurity, data-market, and online-market constraints affecting participating West African countries. Liberia’s participation under WARDIP SOP II includes investments, institutional reforms, technical assistance, infrastructure development, capacity building, and implementation support organized around six components:

- A. **Component I-Connectivity Market Development and Integration:** This component supports the development and integration of regional broadband connectivity markets through strategic digital infrastructure investments and improvements to the enabling policy, regulatory, institutional, and market environment. It seeks to expand affordable, reliable, resilient, and high-quality broadband connectivity; strengthen national and cross-border digital infrastructure; promote competition and infrastructure sharing; and facilitate Liberia’s integration into regional connectivity markets.
- B. **Component II-Digital Market Enabling Environment and Infrastructure:** This component supports the strengthening of Liberia’s policy, legal, regulatory, institutional, and infrastructure foundations for digital development and regional integration. It includes interventions to improve the enabling environment for telecommunications and digital services and support strategic infrastructure and institutional arrangements required for Liberia’s participation in regional digital markets.
- C. **Component III- Data Market Development and Integration:** This component supports the development of secure and trusted data markets, including cybersecurity, data protection, digital resilience, and enabling conditions for secure data exchange, storage, processing, cross-border data flows, and data-driven services.
- D. **Component IV-Online Market Development and Integration:** This component supports the development of an inclusive regional online market through digital services, platforms, digital skills, innovation, and increased participation in the digital economy.
- E. **Component V- Project Management and Implementation Support:** This component provides technical assistance, fiduciary support, institutional strengthening, environmental and social risk management, monitoring and evaluation, communications, operational resources, and management systems required for effective Project implementation.
- F. **Component VI- Contingent Emergency Response Component (CERC):** This component provides a mechanism for rapid access to Project resources in the event of an eligible crisis or emergency, subject to applicable World Bank requirements and activation procedures.

The Ministry of Posts and Telecommunications (MoPT) is the principal implementing and coordinating institution for WARDIP SOP II–Liberia. A Project Implementation Unit (PIU) has been established within MoPT to manage and coordinate the day-to-day implementation of the Project and to work closely with participating ministries, agencies and commissions, the World Bank, regional institutions, private-sector stakeholders, consultants, contractors, and development partners. Given the volume and complexity of correspondence, meetings, missions, approvals, procurement-related administrative processes, implementation follow-up, and stakeholder engagements under the Project, the PIU requires the services of a highly organized and experienced Administrative Assistant to provide confidential executive,

administrative, coordination, documentation, records-management, scheduling, and logistical support to the Project Coordinator and the wider PIU.

2. PURPOSE OF THE ASSIGNMENT

The purpose of the assignment is to provide high-quality executive secretarial, administrative, coordination, records-management, scheduling, correspondence, and logistical support to the WARDIP SOP II Project Coordinator and PIU. The Administrative Assistant shall help ensure that the Office of the Project Coordinator operates efficiently, professionally, and in a manner that supports timely implementation of Project activities. The position shall serve as a central support and administrative coordination point for the Project Coordinator's Office, including management of official correspondence, meetings, schedules, documentation, records, missions, stakeholder communications, and follow-up actions. The Officer shall exercise sound judgment, discretion, confidentiality, professionalism, and initiative in handling sensitive Project information and engagements. The Administrative Assistant shall not assume the professional functions assigned to the Project Administration Officer, Procurement Specialist, Financial Management personnel, Monitoring and Evaluation Specialist, Environmental and Social Specialists, Communications Specialist, technical specialists, or other duly designated personnel.

3. OBJECTIVES OF THE POSITION

- a) **Executive and Organizational Support:** Strengthen the administrative and organizational effectiveness of the Project Coordinator's Office through reliable scheduling, correspondence, document preparation, meeting coordination, and follow-up support.
- b) **Correspondence and Records Support:** Ensure timely and professional management of official correspondence, records, files, and documentation handled through the Project Coordinator's Office.
- c) **Meeting and Mission Support:** Ensure that Project meetings, missions, workshops, interviews, bid openings, evaluations, negotiations, and other official engagements are administratively well organized.
- d) **Action Tracking and Follow-Up:** Improve tracking and follow-up of decisions, assignments, submissions, approvals, deadlines, and action points arising from Project engagements.
- e) **Stakeholder Coordination:** Support efficient communication and administrative coordination between the PIU and Government institutions, the World Bank, consultants, contractors, and other stakeholders.
- f) **Confidential and Professional Office Support:** Provide discreet, dependable, and professional executive support that enables the Project Coordinator and PIU specialists to focus on strategic and implementation responsibilities.

4. SCOPE OF SERVICES AND KEY RESPONSIBILITIES

Under the direct supervision of the Project Coordinator, the Administrative Assistant shall perform the following responsibilities:

a) Executive Support to the Project Coordinator

1. Manage the Project Coordinator's official calendar, appointments, meetings, engagements, and work schedule.
2. Organize and prioritize appointments based on urgency, importance, and Project implementation requirements.
3. Prepare daily and weekly schedules and ensure that the Project Coordinator is informed of upcoming commitments.
4. Coordinate meeting requests and facilitate appropriate scheduling with internal and external stakeholders.
5. Prepare briefing folders, meeting packs, agendas, background materials, and supporting documents for the Project Coordinator.
6. Ensure that relevant documents are provided sufficiently in advance of meetings, missions, evaluations, negotiations, and other engagements.
7. Track commitments, decisions, and assignments issued by the Project Coordinator and follow up with responsible officers.
8. Maintain a confidential executive action tracker for priority matters requiring the Project Coordinator's attention.
9. Assist with the preparation and formatting of talking points, briefing notes, presentation materials, and administrative summaries where required.

b) Correspondence Management

1. Receive, register, review, route, and track incoming and outgoing official correspondence.
2. Draft routine letters, memoranda, emails, meeting notices, invitations, acknowledgements, transmittal communications, and other administrative correspondence for review and signature.
3. Proofread and format official documents to ensure accuracy, consistency, professionalism, and appropriate institutional presentation.
4. Maintain an up-to-date correspondence register recording the date received or issued, originating institution or person, subject, responsible officer, action required, deadline, status, and closure/response date.
5. Ensure that urgent correspondence is immediately brought to the attention of the Project Coordinator or responsible PIU staff.
6. Follow up on outstanding correspondence and support timely responses.
7. Maintain copies of signed letters, memoranda, approvals, submissions, and other official communications.

c) Meetings and Secretariat Support

1. Coordinate and organize internal and external Project meetings.
2. Prepare and circulate meeting notices, agendas, attendance sheets, and relevant documents.
3. Take accurate minutes of meetings were assigned and prepare concise records of decisions and action points.
4. Circulate approved minutes and action trackers to responsible participants within agreed timelines.
5. Follow up on outstanding decisions and agreed actions.
6. Maintain an organized electronic and physical archive of meeting records.
7. Provide secretariat support to Project committees, Technical Working Groups, evaluation panels, stakeholder consultations, and other meetings where assigned.

8. Support organization of Steering Committee and high-level Government engagements as required.

d) Mission, Workshop and Event Coordination

1. Provide administrative and logistical support for World Bank implementation-support missions, technical missions, supervision missions, and visiting delegations.
2. Coordinate schedules, meeting confirmations, venue arrangements, stakeholder invitations, briefing materials, and documentation.
3. Support organization of workshops, consultations, interviews, bid openings, evaluations, negotiations, training activities, and technical sessions.
4. Develop and maintain event and mission checklists.
5. Coordinate with responsible staff on transportation, accommodation, meeting venues, participant lists, catering, communications, and other logistics as applicable and duly authorized.
6. Support preparation of mission agendas and ensure that participating institutions receive timely notification.
7. Maintain records of mission outcomes, action points, and follow-up requirements.

e) Document and Records Management

1. Establish and maintain an orderly administrative filing and document-control system for the Project Coordinator's Office.
2. Maintain electronic and physical records in accordance with PIU procedures.
3. Ensure appropriate filing of official correspondence, procurement-related administrative records, meeting minutes, mission documents, reports, consultant submissions, approvals, administrative copies of contracts, World Bank communications, work plans, implementation reports, and other relevant Project records.
4. Apply appropriate naming conventions, version control, dates, and document references.
5. Ensure that confidential and sensitive records are appropriately secured.
6. Coordinate with relevant PIU staff to ensure that records are complete and readily retrievable.
7. Support digitization and electronic archiving of Project records.
8. Ensure that documents requiring signature, review, approval, clearance, or submission are properly tracked.

f) Action Tracking and Follow-Up

1. Maintain an integrated action tracker for decisions, assignments, deadlines, and outstanding Project matters assigned through the Project Coordinator's Office.
2. Record action points arising from meetings, World Bank missions, management instructions, and stakeholder engagements.
3. Provide regular reminders to responsible PIU staff and institutions on pending actions.
4. Escalate overdue or critical matters to the Project Coordinator.
5. Prepare periodic summaries of pending, completed, and overdue actions.
6. Maintain a deadline calendar for key Project submissions and engagements.

g) Administrative Coordination within the PIU

1. Serve as a support coordination point between the Project Coordinator and PIU specialists.
2. Facilitate internal information flow and timely communication of instructions and decisions.

3. Coordinate the preparation and compilation of documents requested by the Project Coordinator.
4. Support scheduling of regular PIU coordination meetings.
5. Assist with preparation of administrative portions of Project work plans and implementation schedules where required.
6. Coordinate with Procurement, Financial Management, Monitoring and Evaluation, Environmental and Social, Communications, Technical, and other PIU specialists to ensure timely administrative support.
7. Help maintain an updated PIU contact directory.

h) Stakeholder Coordination and Protocol

1. Maintain a comprehensive and current contact database for key Project stakeholders.
2. Coordinate official communications with ministries, agencies, commissions, development partners, consultants, contractors, and private-sector stakeholders.
3. Support protocol arrangements for high-level meetings involving Ministers, senior Government officials, World Bank representatives, regional institutions, and visiting delegations.
4. Ensure that invitations, appointments, and official communications are properly addressed and transmitted.
5. Receive and appropriately direct visitors to the Project Coordinator's Office.
6. Maintain professional, diplomatic, and courteous engagement with all stakeholders.

i) Travel and Administrative Logistics

1. Support preparation of official travel schedules and mission documentation for the Project Coordinator and designated PIU staff.
2. Assist with travel itineraries, invitations, administrative clearances, and logistical coordination.
3. Maintain records of official travel and supporting documentation as required.
4. Coordinate with relevant PIU and Government personnel to ensure timely administrative processing of Project travel.
5. Ensure that travel-related administrative documentation is properly filed.

j) Confidentiality and Information Management

1. Handle sensitive Project, Government, procurement, financial, personnel, and World Bank information with strict confidentiality.
2. Exercise sound judgment regarding appropriate access to information.
3. Avoid unauthorized disclosure of documents, discussions, records, or decisions.
4. Ensure that confidential physical and electronic documents are securely maintained.
5. Immediately report any suspected loss, unauthorized access, or disclosure of confidential information to the Project Coordinator.

k) 11 General Administrative Support

6. Support office-supply requests and administrative materials where required.
7. Support basic office inventory and administrative asset tracking in coordination with responsible personnel.
8. Assist in coordinating maintenance of office facilities and equipment with responsible staff.
9. Facilitate printing, photocopying, scanning, binding, and distribution of official documents.

10. Undertake other relevant executive secretarial and administrative support duties assigned by the Project Coordinator that are consistent with the objectives of the position.

I) DELIVERABLES

The Administrative Assistant shall be responsible for producing and maintaining, at minimum, the following outputs:

1. Updated daily and weekly Project Coordinator schedule;
2. Up-to-date incoming and outgoing correspondence register;
3. Executive action and follow-up tracker;
4. Project meeting and engagement calendar;
5. Complete meeting files, including agendas, attendance records, minutes, decisions, and action points;
6. Stakeholder and institutional contact database;
7. Mission, workshop, and event coordination files;
8. Properly maintained electronic and physical filing systems;
9. Monthly summary of pending correspondence, actions, meetings, and administrative deadlines;
10. Updated deadline and submission calendar;
11. Properly organized confidential and administrative records;
12. Accurate and timely administrative support for Project Coordinator engagements;
13. Administrative support files for World Bank missions and major Project events; and
14. Complete handover records at the end of the assignment or upon transition.

7. REQUIRED QUALIFICATIONS

The candidate shall possess, at a minimum, a higher diploma, professional certification or specialized training in executive secretarial practice, office administration, records management, Microsoft Office applications, document management, administrative coordination, or related areas would also be an advantage or equivalent post-secondary qualification in one of the following or a closely related field:

- a) Secretarial Studies;
- b) Office Administration;
- c) Business Administration;
- d) Public Administration;
- e) Business Management;
- f) Management; or
- g) Relevant administrative or office-support discipline.

A bachelor's degree in business administration, Public Administration, Management, Communications, Project Management, Development Studies, or another relevant field would be an advantage, but is not a mandatory requirement.

8. PROFESSIONAL EXPERIENCE

The candidate shall have:

1. At least two (2) to three (3) years of relevant professional experience in an administrative, secretarial, office-support, executive-assistance, or similar role;
2. Demonstrated experience providing administrative and secretarial support to a manager, senior official, project team, department, or organizational unit;
3. Experience supporting the management of appointments, calendars, meetings, correspondence, records, and administrative follow-up;
4. Ability to prepare and format professional letters, memoranda, emails, meeting minutes, agendas, and routine administrative reports;
5. Experience maintaining organized physical and electronic filing and records-management systems;
6. Experience supporting the organization and logistical coordination of meetings, workshops, missions, conferences, or similar official activities;
7. Ability to maintain action trackers, schedules, correspondence logs, and administrative deadlines and to follow up on assigned actions;
8. Demonstrated ability to organize work effectively, manage multiple assignments, and perform accurately under reasonable deadlines;
9. Good written and spoken English, including the ability to communicate professionally with internal and external stakeholders;
10. Good working knowledge of Microsoft Word, Excel, PowerPoint, Outlook, Teams, or comparable office-productivity and electronic document-management applications; and
11. Demonstrated professionalism, integrity, discretion, and ability to appropriately handle confidential and sensitive information.

9. REQUIRED COMPETENCIES

1. **Organizational Skills**-Exceptional ability to organize schedules, correspondence, meetings, documents, deadlines, and multiple concurrent assignments.
2. **Communication Skills**-Strong written and oral communication skills, with the ability to prepare clear, accurate, courteous, and professional correspondence.
3. **Attention to Detail**-High level of accuracy in document preparation, records, dates, names, references, meeting information, and administrative data.
4. **Confidentiality and Discretion**-Ability to handle sensitive Government, World Bank, procurement, personnel, financial, and Project information with strict confidentiality.
5. **Initiative and Problem Solving**-Ability to anticipate administrative needs, identify potential scheduling or coordination issues, and take appropriate action within assigned authority.
6. **Time Management**-Strong ability to prioritize competing assignments and meet tight deadlines without compromising quality.
7. **Interpersonal Skills**-Professional, diplomatic, respectful, and effective interaction with senior Government officials, World Bank representatives, PIU personnel, consultants, contractors, and other stakeholders.
8. **Teamwork**-Ability to work effectively in a multidisciplinary Project Implementation Unit and support collaborative implementation.

9. **Digital Skills**-Strong ability to use modern office productivity tools, electronic records systems, virtual meeting platforms, email, calendars, spreadsheets, presentations, and document-management applications.
10. **Professional Integrity**-High standards of integrity, accountability, reliability, impartiality, and ethical conduct.

10. REPORTING AND WORKING ARRANGEMENTS

The Administrative Assistant shall report directly to the WARDIP SOP II–Liberia Project Coordinator. The Officer shall work closely with all PIU specialists and administrative personnel and shall maintain effective working relationships with MoPT departments, participating ministries, agencies and commissions, the World Bank, consultants, contractors, and other Project stakeholders. All substantive Project decisions shall remain the responsibility of the Project Coordinator or other duly authorized officials. The Administrative Assistant shall not independently commit the Project or Government to financial, contractual, procurement, policy, technical, environmental and social, or legal obligations.

11. WORKING RELATIONSHIPS

The Administrative Assistant is expected to maintain close working relationships, as required, with:

1. Project Coordinator
2. Procurement Specialists
3. Financial Management Specialist and PFMU
4. Monitoring and Evaluation Specialist
5. Environmental Specialist
6. Social Specialist
7. Communications Specialist
8. Digital and other technical specialists
9. MoPT Senior Management and Technical Departments
10. Ministry of Finance and Development Planning
11. Liberia Telecommunications Authority
12. Participating in ministries, agencies, and commissions
13. World Bank Task Team
14. Consultants and contractors
15. Regional WARDIP institutions
16. other relevant stakeholders

12. CONFIDENTIALITY AND PROFESSIONAL CONDUCT

The Administrative Assistant shall maintain the highest standards of confidentiality, professionalism, integrity, neutrality, discretion, and ethical conduct. All Project documents, records, correspondence, databases, meeting discussions, and information accessed during the assignment shall remain the property of the Government of Liberia through the WARDIP SOP II Project. The Officer shall not disclose confidential or non-public information to unauthorized persons during or after the assignment. Any actual, potential, or perceived conflict of interest shall be promptly disclosed to the Project Coordinator.

APPLICATION PROCEDURE

Interested and qualified candidates are invited to submit an Expression of Interest (EOI) demonstrating their qualifications and experience relevant to the assignment. Applications should include:

1. signed Expression of Interest/Cover Letter;
2. detailed Curriculum Vitae;
3. copies or evidence of relevant academic and professional qualifications;
4. evidence of relevant World Bank-financed procurement experience;
5. details of at least three professional references; and
6. any other supporting documentation considered relevant to demonstrating suitability for the assignment.

Electronic Submission: wardip.project@mopt.gov.lr with copy to: neorgreaves@mopt.gov.lr and morris123karu@gmail.com

Field Code Changed

Hard Copy Submission:

Attention to:

Ka-Rufus G. Morris
Project Procurement Specialist
Western Africa Regional Digital Integration Project-Liberia (WARDIP-SOP II-Liberia)
Ministry of Posts and Telecommunications
McDonald and Carey Streets
Monrovia, Liberia

Applications must include EOI, CV, and any relevant supporting documents, and must be received **no later than 4:00 p.m. (GMT) on Tuesday, October 13, 2026.**

Interested applicants are encouraged to visit the **Ministry of Posts and Telecommunications (MoPT) website** (www.mopt.gov.lr) for information on the position as well.

For further information or clarification, interested applicants may contact the Project Procurement Specialist during official working hours (09:00 a.m. to 5:00 p.m., Monday to Friday) through - Telephone: +231- 0777- 549- 476